

HR Crewing Personnel Officer for Stena Rederi A/S (Permanent position)

Stena Rederi are looking for an independent, committed and responsible HR Personnel Officer to our head office in Hellerup. You will refer to the Fleet Personnel Manager.

About the position You will ensure that the company vessels are manned with qualified, experienced and competent personnel. Ensuring that documentation and certificate compliance is always maintained.

Key responsibilities and accountabilities:

- Recruitment and selection activities
- Maintenance of employee records
- Arranging all necessary travel arrangements necessary to complete crew changes
- Ensuring compliance with right to work guidelines
- Liaison with Operations/Technical departments regarding assignment of personnel aboard company managed vessels
- Liaison with the Payroll team
- Carrying out visits to vessels on a regular basis to meet key personnel
- Scheduling training courses for personnel
- Responsible for coding all invoices assigned to the role/position
- Carry out internal audits as required
- Provide the Fleet personnel Manager with statistics
- Member of the HR Emergency Response Team

We expect you to have a passion for logistic patterns and interest in creating efficient solutions.

Furthermore, we expect you to have:

- Experience within shipping and manning, preferably from a manning agency within the shipping industry
- Both analytical skills and skills in using digital solutions
- Knowledge of the Danish Seafarers Act and be able to interpret collective agreements
- Strong communication skills in English, as this is the office language
- Fluency in one of the Scandinavian Languages

We expect you to be self-driven with an open and positive attitude. The right candidate will be one who can contribute to the positive social atmosphere in the team, and who by nature is friendly and helpful. You can relate and communicate respectfully to other people and stakeholders. You are a team player but able to work independently and complete every task neatly and timely.

We offer an exciting position with the possibility to learn and grow in your professional role in a modern shipping company. As the work environment is very important to us we offer health insurance, a great lunch scheme, joint weekly breakfast, various employee events in an informal organization with a great atmosphere.



For further information regarding the position please contact Fleet Personnel Manager Angela Jenhed: +46-704-855333.

Please submit your application as soon as possible as we interview candidates continuously.